

## **City of Lawrenceburg Job Description**

**Job Title:** Administrative Assistant (Receptionist)  
**Department:** Police  
**Reports To:** Police Chief  
**Date:** June, 2013

### **SUMMARY**

Greets visitors; answers phone; refers parties to appropriate individuals; performs clerical duties. Schedule appointments, give information to callers, prepare reports and correspondence as directed, and otherwise relieves Department Manager of clerical work and minor administrative and business detail by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Answer in-coming phone calls and route caller to appropriate person or provide information as required.

Greet visitors, answer questions; respond to inquires and refer, when necessary, to appropriate area or person.

Organize and maintain department file system; file documents and other records as required.

Compose correspondence and reports via computer, and print and distribute appropriately.

Make copies of materials as necessary.

Receive, stamp and distribute incoming mail, prepare outgoing mail, including e-mail and faxes.

Perform communication operations, including radio as required.

Perform data entry as required.

Properly receive and account for money from fines.

May be required to process and maintain confidential information.

Assist in performing other duties as needed in the department.

Process computer entry of vehicle accident data and report to state as required.

Order and maintain supplies, and arrange for equipment maintenance. Maintain departmental inventory of equipment and supplies.

Document and process notices of false alarm calls to citizens.

Maintain vehicle maintenance reports and file.

Process and maintain crime and accident reports as required.

Input Police Department data into regulatory law enforcement computer systems.

Maintain Animal Control stats and prepare quarterly reports.

Keep log of Officer Activity on a daily basis for quarterly reports.

Perform background checks through our court system.

Issue Road Block permits.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and EXPERIENCE**

Requires an academic high school diploma or General Equivalency Diploma (GED).

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

### **MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions.

### **CERTIFICATES, LICENSES, REGISTRATIONS, TOOLS**

Valid State Drivers License.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to use hands to finger, handle, or feel. The employee frequently is required to stand; walk, reach with hands and arms; stoop, kneel, crouch, talk and hear. The employee is required to sit. The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:** The work environment is that of an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is normally in office conditions.

**COMPUTER SKILLS** Ability to use Microsoft Word word processing software, Microsoft Excel spreadsheet software, and common database applications.

**PERSONAL PROTECTIVE EQUIPMENT REQUIRED TO PERFORM JOB**  
None